

ADMINISTRATIVE - INTERNAL USE ONLY

7 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:   
Director of Information Services

SUBJECT: OIS Weekly Report (31 July - 6 August 1986)

1. \*The Classification Review Division (CRD) received the final segment of microfilms (136 reels) from the U.S. Army Military Institute at Carlisle, PA. These diazo copies of the original microfilm contain William Donovan's Cable Files from World War II. CRD will also transfer this material to the Directorate of Operations for review. The review poses a problem because standard equipment for reading this type of media is not intended for extensive and continuous use; there is a clear danger to the reviewer's eyesight. Alternatively, the printing of hard copies would be quite expensive. Consideration is being given to projecting the microfilm onto a movie screen, reading the contents, cutting out the sensitive material, and splicing the film copy back together.

2. \*The Director of Information Services briefed the Director of the Information Security Oversight Office (D/ISOO) on the circumstances that led to a report to the Senate Select Committee on Intelligence (SSCI) being inappropriately classified. The report was classified CONFIDENTIAL whereas it should have been unclassified. A commercial newsletter, ACCESS REPORTS, described the report as "a confidential report on an alleged mock Klu Klux Klan meeting at CIA" and quoted the Vice-Chairman of the SSCI as refusing to discuss the report because it was classified. D/ISOO requested the briefing in order to be prepared to deal with questions that could result from the article.

3. The Academic Coordinator in the Office of Public Affairs asked the assistance of the Regulatory Policy Division (RPD) in locating regulatory issuances governing the conduct of Agency personnel. The information was needed for a paper being prepared by PAO on "employee ethics." RPD initiated research and appropriate sections of the Agency's regulations and handbooks were found and provided.

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4. Personnel from the Ames Information Services Center (ISC) met with the Records Management Officer (RMO) and the Librarian for the Office of Research and Development (ORD) to discuss control mechanisms for ORD contractor final reports. ORD senior management had originally planned a new automated system, but the ORD/RMO told them that TRIS (The Records Information System) could adequately track the reports and meet ORD's document control requirements. Standard procedures for entering the material into TRIS were established and entering of the data has begun.

5. The Information Security Oversight Office's review of finished intelligence in the Directorate of Intelligence has been completed. On 31 July 1986, analysts from the Offices of Soviet Analysis (SOVA) and Near East and South Asia Analysis (NESA) met with the ISOO inspectors and briefed them on classification procedures. Particular emphasis was placed on sourcing procedures used when deriving or transferring classification from source documents to finished publications. A formal report of the review is expected from D/ISOO in a few weeks.

6. The Agency Security Classification Officer (ASCO) and another officer from IRMD met with the Office of Information Technology (OIT) RMO and representatives of the OIT Management Staff preparatory to a 26 August 1986 ISOO inspection of that Office. The ASCO advised OIT on ISOO inspection procedures and provided general guidance concerning the types of documents OIT should have available for the inspection.

7. The records control schedules for OIT and the Office of Personnel (OP) have been approved by the Archivist of the United States and the 60-day period for review of the schedules by the Senate Select Committee on Intelligence expired on 30 July. The approved schedules have been sent to OIT and OP for implementation.

8. Representatives from IRMD met with a representative from the National Archives and Records Administration (NARA) to discuss the nature of the NARA Records Disposition Course scheduled for 19-21 August. The course is being conducted specifically for Agency personnel and, among the other course content, will include discussions of records management problems unique to the Agency. NARA has agreed to expand the time allotted to machine-readable records and to include an informal "round-table" discussion among component officers and records officers from the Agency Archives and Records Center who are participating in the course. Over 40 records management personnel from the four Directorates and the O/DCI have enrolled.

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10. The backlog of initial FOIA requests was reduced this week to 1280. This compares with a backlog of 2161 this time last year and 3042 two years ago. The interest in the MIA/POW situation continues; this week the Information and Privacy Division (IPD) received eight new requests from the Department of the Army. IPD's oldest Executive Order case (1979) was completed this week.

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Attachment

## ADMINISTRATIVE-INTERNAL USE ONLY

6 August 1986

MEMORANDUM FOR: Deputy Director for Administration

FROM:

[REDACTED]  
Chief, Information and Privacy Division, OIS

SUBJECT: IPD/OIS Weekly Report (30 July - 5 August 1986)

1. The Week in Review    30 July - 5 August 1986    1986 Weekly Average
- |                         |      |      |
|-------------------------|------|------|
| a. New cases            | 62   | 60.8 |
| b. Cases closed         | 72   | 72.5 |
| c. New appeals logged   | 1    | 3.6  |
| d. Appeals closed       | 2    | 3.2  |
| e. Manpower (man-weeks) | 96.4 | 99.2 |
2. Current Backlogs
- a. Initial requests - 1280
  - b. Requests in administrative appeal - 199
  - c. Requests in litigation - 52
3. Spotlighted Requests

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STAT HGH/FBR:kas/[ ] (6 August 1986) (FINAL)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OCA

1 - OP

1 - OL

STAT 1 - C/IMS/[ ]

1 - DDO/IRO

STAT 25 - DDO/IMS,[ ]

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

1 - LSS

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4 August 1986

MEMORANDUM FOR: Director of Information Services

FROM: Acting Chief, Classification Review Division

SUBJECT: CRD Weekly Report, 29 July - 5 August 1986

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CRD last week received 136 reels of microfilm from the U.S. Army Military Institute at Carlisle, Pennsylvania. They are diazo copies of the last batch of Bill Donovan Cable Files from WWII that had been held by his son David. Since the previous batches from the collection are already awaiting review at DDO/IMS, [ ] we sent them this last batch as well. Review of the collection has yet to begin due to the practical problems in reading from microfilm. Using an ordinary microfilm reader would wreck eyes while printing hard copies would be expensive. The latest [ ] thinking is that they may project the films onto a movie type screen, read the contents, cut out the sensitive material, and splice the films back together. CRD has offered to help in any way possible. (U)

ADMINISTRATIVE - INTERNAL USE ONLY

5 August 1986

MEMORANDUM FOR: Director of Information Services

FROM:

Chief, Information Resources  
Management Division

SUBJECT: IRMD Weekly Report (30 July - 5 August 1986)

1. WORK IN PROGRESS

a. NARA Records Disposition Course.

Chief, Information Services Branch, and Chief, Information Management Branch, met with Mr. Dick Wire of the National Archives and Records Administration (NARA) to discuss tailoring the upcoming NARA Records Disposition Course to address specific records management problems encountered by Agency RMO's and information management personnel. The NARA instructors agreed to expand the time allotted to the machine-readable records segment and to include an informal round-table discussion period between the component and AARC records officers who are participating in the course. To date, over 40 records management personnel from the four Directorates and the O/DCI have signed to attend this course, 19-21 August.

b. Document Accountability Section Activities.

DAS, is working with the O/Deputy Director for Administration Top Secret Control Officer to reconcile TSCADS information with O/DDA Top Secret collateral holdings. also provided guidance to the Office of Imagery Analysis and the Office of Personnel concerning Top Secret collateral inventory procedures. conducted a review of Office of African and Latin American Analysis (ALA) procedures for handling Top Secret collateral documents on 29 July. The review of procedures and a random sampling of office holdings shows ALA to be in compliance with Agency regulations and procedures for the processing and storing of Top Secret collateral documents. A memorandum, informing the Chief, ALA, of the review findings, is being prepared. is assisting the Classification Review Division/OIS in processing Top Secret collateral documents concerning U-2 activities. The documents are part of Directorate of Science and Technology file holdings at the Records Center. Mary Jane also completed the processing of annual inventory statements submitted by the Inspector General's Office and the Office of East Asian Analysis. summer only, continues to review the final six cubic feet of Form 26s recalled from the Records Center for filing with office holdings.

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c. Annuitant Activity. A review by OIS annuitants of the Office of Research and Development (ORD) file holdings at the Records Center is scheduled to begin on 14 August 1986. The review is intended not only to identify collateral Top Secret documents but to compare shelf lists with actual box contents.

2. SIGNIFICANT EVENTS/ACTIVITIES

STAT a. Information Services Centers Activities. [redacted]  
 STAT Chief, Ames Information Services Center, [redacted] and  
 STAT [redacted] ISC, met with [redacted] ORD/RMO, and  
 STAT [redacted] ORD librarian, to discuss control mechanisms for  
 STAT ORD contractor final reports. ORD had originally planned a new  
 automated system for ORD to accomplish this task, but [redacted]  
 advised that TRIS was already in place and could adequately meet  
 ORD's document control requirements. As a result of the meeting,  
 standard procedures for entering this material into TRIS have been  
 established and agreed on and implementation by the Ames ISC has  
 already begun. The ORD/RMO and the ISC personnel also agreed to  
 work together to establish a standardized list of ORD keywords and  
 to correct and update the previously entered keywords.

STAT [redacted] who recently transferred from the  
 IC Staff to OIS, has been assigned to the Ames ISC where she will  
 begin the first phase of training in ISC operations.

STAT Chief/IRMD met with [redacted] DS&T/RMO,  
 STAT [redacted] Chief, Information Services Branch, and [redacted]  
 STAT and [redacted] ISB, to discuss plans for Information Services  
 Centers at the Reston Corporate Center (RCC) on 1 August. The  
 meeting was called as a follow-on to a 22 July meeting with OIT  
 which focused on new requirements presented by the RCC for data  
 access facilities to support DS&T offices. With planning  
 proceeding so rapidly for RCC, all agreed at the 22 July meeting  
 that OIS, OIT and DS&T have an excellent opportunity to plan an ISC  
 that can also serve as the model for the New Headquarters Building  
 (NHB). The DS&T/RMO stated that that [redacted] DS&T Planning  
 STAT Officer for the RCC, looks to the Reston Planning Group Task Force  
 STAT and [redacted] of OIT for guidance on communications and  
 computer support. A meeting has been scheduled to include officers  
 STAT from OIT, DS&T, OIS, and Reston Task Force member, [redacted]  
 to discuss the issues involved on 7 August.

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b. Information Management Surveys. [ ] and [ ] ISB survey team members, have completed interviews in Procurement Division and Procurement Management Staff as progress continues on the information management survey of the Office of Logistics. The team will provide a briefing to OL management on their findings regarding the OL procurement process during the week of 18 August.

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c. Information Technology. [ ] Chief, Information Technology Branch, and [ ] ITB, met with [ ] ORD, to discuss the ORD text retrieval system (RUBRIC). RUBRIC is a prototype designed to help information retrieval professionals gain easy access to large full text data bases.

d. ISOO Review of Finished Intelligence. The Information Security Oversight Office's (ISOO) review of finished intelligence has been completed. Analysts from the Offices of Soviet Analysis (SOVA) and Near East and South Asia Analysis (NESA) met with the ISOO inspectors and briefed them on SOVA and NESA classification procedures, particularly the sourcing procedures used when deriving or transferring classification from source documents to finished publications, on 31 July 1986. Informal feedback from ISOO ranks DI's classification expertise very high. Formal notification of the results of the comprehensive review should be forthcoming from the Director, ISOO, within the next few weeks.

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[ ] the Agency Security Classification Officer (ASCO), and [ ] of the Classification Management Branch (CMB), met with the OIT Records Management Officer and representatives of the OIT Management Staff preparatory to a 26 August 1986 ISOO inspection of the Office of Information Technology (OIT). The ASCO advised OIT on ISOO inspection procedures and provided general guidance concerning the types of documents OIT should have on hand for ISOO's inspection.

The Director, OIS, briefed the Director, ISOO on the circumstances that led to a report to the Senate Select Committee on Intelligence (SSCI) being inappropriately classified. The report was classified CONFIDENTIAL whereas it should have been unclassified. A commercial newsletter, ACCESS REPORTS, described the report as "a confidential report on an alleged mock-Ku Klux Klan meeting at CIA" and quoted the Vice-Chairman of the SSCI as refusing to discuss the report because it was classified. The Director, ISOO, requested the briefing in order to deal with questions that could result from the ACCESS report.

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e. Records Control Schedules. The records control schedules for the Office of Information Technology (OIT) and the Office of Personnel (OP) have been approved by the Archivist of the United States and the 60-day period for review of the schedules by the Senate Select Committee on Intelligence expired on 30 July. The approved schedules have been sent to OIT and OP for implementation.

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[redacted] Chief, Records Management Section, Information Management Branch, met with Colonel Ray Tagge, NARA Records Appraiser, to review the revised pages for the DS&T records control schedule. The changes dealt with specific dates for offering FBIS Daily Reports (when 30 years old) and JPRS publications (when 10 years old) to NARA.

f. Archives and Records Center Activities. Records Center personnel performed the following activities during the week:

RAMS:	Made 30 additions, 2 changes, and 7 deletions.
ARCINS:	Jobs received/edited: 17. Jobs keyed: 3 consisting of 305 entries. Jobs completed: 18.
Accessions:	Received 23 jobs totaling 149 cubic feet.
Dispositions:	Sent four boxes of stripped orange folders to OP for re-use.
References:	Serviced 2,338 requests for records.
Special Runs:	One to NCD (which required two hours of overtime).

### 3. SCHEDULED EVENTS/ACTIVITIES

The Requirements Evaluation Training Staff has scheduled a meeting and preliminary training session with the Regulatory Policy Division personnel for REGINDEX on 6 August. Also, a DECAL/ORIS/HRP training session has been scheduled for the Information Privacy Division and the Classification Review Division personnel on 12 August.

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5 August 1986

MEMORANDUM FOR: Director of Information Services

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FROM:

[REDACTED]  
Chief, Regulatory Policy Division, OIS

SUBJECT: Regulatory Policy Division Activities  
30 July - 5 August 1986

1. RPD is currently processing 123 jobs, down slightly from last weeks total of 131.

2. The Academic Coordinator, Office of Public Affairs, requested RPD assistance in locating any regulatory issuances governing the conduct of Agency personnel. The information will be used in a paper he is preparing on "employee ethics", presumably dealing with the academic community. Copies of

25X1  
[REDACTED]  
3. An Employee Bulletin entitled "Celebration of the Bicentennial of the United States Constitution" was forwarded for DCI signature. This bulletin was initiated by the DDA Management Staff to inform employees of a DCI task force that was established to plan and organize an Agency program in celebration of the bicentennial and to invite ideas on practical ways to celebrate this historic event.

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4. [REDACTED] newly appointed Assistant Director for Policy and Plans, OF and Chairman, CIA Travel Policy Committee (TPC), met with Chief and Deputy Chief RPD to discuss suggestions for improving the processing of regulatory issuances initiated by the Office of Finance and the TPC. Several ideas were discussed that may prove helpful in processing these particular issuances.

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[REDACTED]  
  
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